



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 9, 2008
CLOSING DATE: Open Continuous

Recruiting Bulletin No. AF-RCC-30-08-049

**Assistant Manager for Recruiting (AMR)
AD-0301-00
Pay Rate: \$14.75 – \$16.50 per hour**

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a one year Schedule A time-limited appointment with a possible one year extension.

AREA OF CONSIDERATION: Dallas Regional Census Center, Early Local Census Centers (Throughout Mississippi)

- Jackson, MS
- Meridian, MS

WHO MAY APPLY: All U.S. Citizens residing in the area of consideration.

- **Applicant must specify the Location (Mississippi) and County/Parish desired to work. One location per application package. To find out what Early Local Census Office serves your county/parish, go to:** <http://www.census.gov/rodal/www/pdfgif/ELCO-State-County.pdf>
- **Applicant must submit an OF-306 with the application. Please visit OPM website:** http://www.opm.gov/forms/pdf_fill/of0306.pdf

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES:

Assistant Manager for Recruiting (AMR): Responsible for the management and supervision of the recruitment and testing of applicants to fill ELCO/LCO positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Conducts the recruitment process to assure that applicants are identified and tested. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains recruiting assistants, office operations supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.

QUALIFICATIONS: To qualify for the Assistant Manager for Recruitment position, all applicants **MUST:**

- 1) Pass a written management test (you will be notified when and where to take the test **after** you have submitted your complete application/resume package);

AND

- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement** below. Your experience for all three must be at least at the level described as “c” in the Evaluation Criteria Statement for the Assistant Manager for Recruitment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Each application must consist of the following 3 documents:

- (1) a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612) **or** a resume, listing your work duties and accomplishments relating to the job for which you are applying.
- (2) Individual statement addressing the Evaluation Criteria Statements.
- (3) Declaration for Federal Employment (OF-306).

The following information is needed to evaluate your qualifications and determine if you meet legal

requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- **Veteran's Preference** - Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated 1991 or later) and the latest copy of the DD-214 (Member 4), Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 (Member 4) to receive preference. For more information on Veterans' Preference, visit OPM website:
<http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (972) 755-3568, (214) 267-6900, or 1(800) 563-6499.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

**Bureau of the Census
Dallas Regional Census Center
2777 North Stemmons Freeway, #200
Dallas, TX 75207
ATTN: Brendan P. Haymaker, Human Resources Specialist**

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

For further information on this vacancy you may contact, Brendan P. Haymaker, Human Resources Specialist at (972) 755-3568 or 1(800) 563-6499.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
1(800) 563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS,

AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

EVALUATION CRITERIA: To be considered, applicants must submit these questions either on a separate paper or by printing out the Evaluation Criteria (below) and sending it in with your application package. Applicants must select one of the choices for each of the questions and explain in detail, experience that supports your answer. Please print or type legibly:

1. Please select the answer that best describes your experience managing a time critical recruitment operation. (Select only one answer for Question 1.)

- a. I have managed a geographically dispersed team of recruiters that included **all** of the following: a) managing at least **two** levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included **all** of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.
- b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included **some** of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.
- c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead **or** I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for **some** of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.
- d. My experience is less than what is described above.

1a. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR explain your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.

2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments' officials in order to promote community assistance in finding applicants. (Select only one answer for Question 2.)

- a. I have experience at the executive level building and maintaining strong relationships with **all** of the following groups to find and encourage applicants: community based organizations, volunteer

organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.

b. I have experience building and maintaining strong relationships with **some** of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.

c. I have experience collaborating with other groups **or** being responsible for the soliciting of applicants via media outlets.

d. My experience is less than what is described above.

2a. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR explain your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.

Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people). (Select only one answer for Question 3.)

a. I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.

b. I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.

c. I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.

d. My experience is less than what is described above.

3a. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR explain your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.